

# Retention and Classification Report

**Agency:** Davis County (Utah) (3273)

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**Records Officer** Yvonne Christensen

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**AGENCY:** Davis County (Utah)

**SERIES:** 27482

3

**TITLE:** Agenda

**DATES:** 2010-

**ARRANGEMENT:**

**DESCRIPTION:**

These are copies of notices of regular and special meetings of county boards and committees. They may include date, time, location of meeting, list of items to be discussed by committee members at regular, special, and emergency public meetings.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 2.

**AUTHORIZED:** 07/15/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

**AGENCY:** Davis County (Utah)

**SERIES:** 27482

**TITLE:** Agenda

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah)

**SERIES:** 27500

3

**TITLE:** Annual Reports

**DATES:** 2010-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are reports on program activities and accomplishments of the county or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 3.

**AUTHORIZED:** 08/30/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah)

**SERIES:** 27501

3

**TITLE:** Executive Correspondence

**DATES:** 1980-

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program and project case files.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 7.

**AUTHORIZED:** 08/30/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**AGENCY:** Davis County (Utah)

**SERIES:** 27501

**TITLE:** Executive Correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302-(2)(e)

**AGENCY:** Davis County (Utah)

**SERIES:** 27502

3

**TITLE:** General Administrative Records

**DATES:** 1970-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 11.

**AUTHORIZED:** 08/30/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah)

**SERIES:** 27503

3

**TITLE:** Mailing Lists

**DATES:** undated

**ARRANGEMENT:** Alphabetical by name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are lists of names and addresses used for various county mailings (billings and other administrative purposes).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 14.

**AUTHORIZED:** 08/30/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until superseded or obsolete and then delete.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2)(d)



**AGENCY:** Davis County (Utah)

**SERIES:** 27504

3

**TITLE:** Minutes

**DATES:** undated

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are the minutes of regular, special, and emergency meetings of official county committees, boards, and task forces. They may also include an official agenda. (See Internal committee records)

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 15.

**AUTHORIZED:** 08/30/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Computer data files: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah)

**SERIES:** 27505

3

**TITLE:** Personnel Files

**DATES:** 1970-

**ARRANGEMENT:** alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are the official employment files for all county employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

**RETENTION:**

Retain 3 year after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 8, Item 20.

**AUTHORIZED:** 08/30/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 65 years or until 3 years after death or retirement and then destroy.

Computer data files: Retain in Office for 65 years or until 3 years after death or retirement and then delete.

**APPRAISAL:**

**AGENCY:** Davis County (Utah)

**SERIES:** 27505

**TITLE:** Personnel Files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301- (1)(b)

**AGENCY:** Davis County (Utah)

**SERIES:** 27506

3

**TITLE:** Policies and Procedures Manuals

**DATES:** undated

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records documenting the formulation and adoption of policies and procedures for the function of the office or department. Includes narrative or statistical reports and related correspondence on program activities; mission statement studies regarding department or offices operations, circular letters or directives and records related to significant events in which department or office participated.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 05/06/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Paper copy: Retain in Office until superseded or obsolete and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah)

**SERIES:** 27506

**TITLE:** Policies and Procedures Manuals

(continued)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63-2-305 (10)(11) & (12)

**AGENCY:** Davis County (Utah)

**SERIES:** 27507

3

**TITLE:** Staff Meeting Minutes

**DATES:** 1975-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records document actions of an internal staff committee handling problems within a county agency. These committees do not make countywide policy. These records usually include agenda, internal memoranda, notes, and informal minutes.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 32.

**AUTHORIZED:** 08/30/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

**APPRAISAL:**

Administrative

**AGENCY:** Davis County (Utah)

**SERIES:** 27507

**TITLE:** Staff Meeting Minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Davis County (Utah)

**SERIES:** 27508

3

**TITLE:** Time Sheets

**DATES:** undated

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records which verify hours worked, sick leave, vacation, overtime, and holidays earned and taken by county employees.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 29.

**AUTHORIZED:** 07/13/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

**APPRAISAL:**



**AGENCY:** Davis County (Utah)

**SERIES:** 27508

**TITLE:** Time Sheets

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Davis County (Utah)

**SERIES:** 27444

1

**TITLE:** Working Papers

**DATES:** 2010-

**ARRANGEMENT:** not applicable

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records, including electronic records, are the ongoing work product of employees who are engaged in creating, compiling, and organizing information in the course of carrying out the responsibilities of their positions. The records can include such things as tables, drafts, and notes, such as those written on legal pads. These records are difficult to describe or categorize exactly because they can be all encompassing in nature. They are usually considered as non-records until such time they are finalized, distributed, or approved. These records apply to all departments in the county.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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Computer data files: Retain in Office until project or action is complete and then delete.

Paper: Retain in Office until project or action is complete and then destroy.

**AGENCY:** Davis County (Utah)

**SERIES:** 27444

**TITLE:** Working Papers

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Davis County (Utah)

**SERIES:** 27509

1

**TITLE:** Working Papers

**DATES:** 2010-

**ARRANGEMENT:** not applicable

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**PRIMARY CLASSIFICATION:**

Protected